

# Food/Meals Resource Request Preparation Guide

## Requestor Information

In WebEOC, the first section of the request form addresses the requestor's information. Complete this section in completely and accurately. This is the section that ensures that the requestor has appropriate authority to obligate funds for their community/organization.

## Request Information

This section of the form is how the responding entity/ies will be able to fully understand the need and provide the best fit solution. The more complete this section is, the more quickly the request can be processed.

### 1. What capability does your agency require and what will the resource be doing (scope of work)?

Resource Type – Mass Care

Subtype – select the appropriate subtype from the options below

- FOOD – unprepared foods for outside of a shelter environment (to be used for preparing meals or food boxes)
- MEALS – prepared meals for delivery to locations outside of a shelter environment
- SHELTER FOOD\* – unprepared foods to be used for preparing meals or to be handed out in a shelter environment (i.e. breakfast items, snacks, etc.)
- SHELTER MEALS\* – prepared meals to be served in a shelter environment

\* Red Cross standard for 24 hour period per person in a shelter - 5 16 oz. bottles of water, 3 meals (breakfast is cold, lunch and dinner is prepared/hot), 3 salty and 3 sweet snacks, and 2 fruit

Details/Description – be sure to include the following

- FOR FOOD – provide a description of what the food will be used for. The request can be detailed if specific items are needed\*\* (example: 100 individually wrapped gluten free blueberry muffins) or can just address the number to be served and length of time needed for the type of items (example: snack items for 200 residents at a shelter for 5 days).

\*\*Attach an itemized list of the specific food items if more than one

*EXAMPLE - The city requests snack items and beverages to support grab and go breakfast and snacks for 250 residents at the New Hope Shelter for 7 days. The snack area will be monitored by shelter staff to reduce hoarding of items.*

- FOR MEALS – provide a description of the meal service needed to include
  - Which meals need to be served (lunch and/or dinner)?
  - How many servings are needed per meal?
  - Are there any specific dietary considerations that must be met? If so, what are they?  
What percentage of the service needs to meet this requirement?

*EXAMPLE – The county needs to provide meals to affected individuals both in the shelter and in their homes. Sheltered individuals need hot lunch and dinner service); those in their homes need to be able to pick up a cold lunch and hot dinner meal at one of three pick-up points once daily. The shelter is located at 100 School Street; the pick-up points in the affected areas are at 20 Flood Way, 589 Windward Road, and 8901 High Water Street. At this time, we are not aware of any special dietary requirements within the population. Service will ramp up over several days per the following schedule – Day One (shelter only – 200 servings per meal) – 400 total servings; Day Two (shelter 200 servings per meal; pick-up points 100 servings per meal) – 600 total servings; Day Three (shelter 200 servings per meal; pick-up points 200 servings per meal) – 800 total servings; Day Four+ (shelter 200 servings per meal; pick-up points 300 servings per meal) – 1000 total servings.*

**2. Please specify the size and amount of the resource required to meet this requested capability.**

Size –

- FOR FOOD – size of the item needed if required (i.e. 10 oz. cans of canned spaghetti) or include an attachment with an itemized list if more than one item needed
- FOR MEALS – n/a

Amount –

- FOR FOOD – the number of the single items you need or include an attachment with an itemized list if more than one item needed
- FOR MEALS – the number of servings you need per meal (if this number will adjust – list the maximum)

**3. Where does this resource need to report or be delivered to? Please provide an address of location needed.**

If a single location, provide the destination for the food/meals. If not a single location, identify one location to input here but include all destination addresses in the description (as in the example above).

**4. Time Requirements**

Arrival Date and Time – What time does the service need to be onsite?

Work State Date and Time – What time is the first scheduled distribution of food/meals?

Duration Needed (in hours) – How long is the food/meal service anticipated to last?

**5. What potential resource / FEMA typed resource do you believe could meet this request?**

If there is a potential resource in the area that could meet this need, the requestor may input this as a suggestion. It will be considered but may not be the final solution.

**6. Point of contact to call about this request.**

Contact Name – The person that can be reached to answer any additional questions about this specific request.

Contact Phone – A well monitored phone for the contact.

Contact Email – An email for the contact that is well monitored.

**7. Additional Notes.**

Is there anything else that the fulfiller of the request may need to know?

*Example: All electrical services in the county are out of service and are not anticipated to be back on for a minimum of 7 days. Additionally, county water services are under boil-water advisory. Responding entity must come fully self-sufficient.*